# Process for Section 504 or Special Education Evaluation Referrals

1. Intervention Assistance Team (IAT) makes the decision to “Refer or Refuse.”
2. \*Complete Home Language Survey.
3. \*Complete hearing/vision screening. School nurse enters results into Chancery SMS.
4. Enter on-going interventions through the RtI/PGP panel in Chancery SMS (Interventions are not required for non-enrolled children, or students needing an immediate referral for Section 504 or Special Education).
5. Enter the Referral Initiation Date, Referral Source, Referral Type, Committee Mtg Date, Disposition, Follow Up Date, Parent Notified Date , Parent Consent Date in Chancery SMS through the Special Services Referral Panel .
6. \*\*Print a H\_Student\_Status report from Chancery SMS (Report will contain Home Language Survey Results and Hearing/Vision Screening results. IAT Chair may write the Home Language Survey Results and Hear/Vision Screening results if they do not appear).
7. \*\*Print an RtI/PGP report from Chancery SMS (Interventions are not required for non-enrolled children, or students needing an immediate referral for Section 504 or special education).
8. \*\*Print iStation Student Summary Handout
9. \*\*Obtain completed Behavior and Language Rating Surveys
10. \*\*Complete online and Print the Referral for Disability Evaluation Form.
11. \*\*Provide the parent Notice of Full and Individual Evaluation and Test Descriptions.
12. \*\*Provide parent a copy of Procedural Safeguards.
13. \*\*Receive parent signature of receipt of Procedural Safeguards.
14. \*\*Obtain parent consent for Section 504 or Special Education evaluation (If the student requires a psychological evaluation involving a LSSP, informed consent should be obtained by the LSSP only).
15. \*\*Obtain Parent Information form.
16. \*\*Begin the communication log.

**The IAT chair facilitates the completion of the above process before an evaluation can begin.**

**\*The Evaluation Specialist will also require the date of the Home Language Screening survey and the Hearing/Vision screening results.** Currently the Chancery SMS system does not record this information.

**\*\*Denotes a document required in the referral process.** All forms located on the [Special Education Operating Guidelines](http://hisdoses.wikispaces.com/Referral+for+Initial+Evaluation) website.

**Note all 3 – 5 year old children not attending a HISD school must be enrolled (Non ADA) in Chancery SMS and the referral information entered in Chancery SMS before a Section 504 or Special Education evaluation is started.**